MEETING NOTES
Family Homelessness Initiative (FHI) Advisory Group
Wednesday November 12, 2014, 1:30-3:30pm

Members in Attendance: Bill Hallerman, Marty Jacobs, Ann Levine, Lisa Wolters, Kate Speltz, Kira Zylstra, June Loveall, Laurie Olson, Debbie Stolberg, Lauren McGowan, Adrienne Easter, Mark Putnam, Alex O'Reilly, **Others:** Emily Harris-Shears **Staff:** Michelle Valdez, Triina Tennelo, Janet Salm	**Members Absent:** Rizwan Rizwi, Derek Wentorf, Kollin Min, Natalie Lente, Declan Wynne, Laurie Lippold, Merina Hanson, Kristy Johnson, Michael Ramos

Meeting Objectives:
- Provide input on the proposed KC CEH Performance Measures for permanent housing (including rapid rehousing) and prevention
- Informational update on the key findings to-date from the Coordinated Entry and Assessment reassessment work being conducted by Focus Strategies. Clarify role of the Advisory Group related to the recommendations and implementation.

Agenda & Meeting Notes:

Welcome, Introductions, & Announcements	▪ Members were welcomed and introduced themselves ▪ No announcements

CEA REASSESSMENT	Clarify the role of the Advisory Group related to the coordinated entry reassessment recommendations and implementation; discuss timeline and role/need for a subcommittee. Overview of where we are in the process; short summary of the community forum; opportunity for members that attended to share their thoughts and takeaways. ➢ ACTION: Consensus on role of the Advisory Group moving forward with the recommendations and implementation ➢ RESULT: Group consensus achieved

Discussion:
Timeline - Reviewed CEA Reassessment Recommendations Timeline (see attachment)
- o Ann: Advisory Group has an important role in reviewing the Focus Strategies report, asking follow-up questions, making recommendations and possibly providing an endorsement of the report to the IAC. Advisory Group then will form a subcommittee to develop a work plan for implementation of the approved recommendations. (The subcommittee wouldn't be limited to Advisory Group members or representatives from their agencies. The subcommittee could involve people or agencies that are not on the Advisory Group but who would be helpful to the work plan development and implementation.)
- o Michelle: This will be a tight timeline in December and FHI staff will send out materials to the Advisory Group (as well as posting them on FHI website) quickly with further guidance to members who cannot be at the December meeting. It is likely that Focus Strategies will have several levels of recommendations (basic recommendations that are fairly straight forward and recommendations that will require the group to make a choice between options). The IAC will be looking to the Advisory Group, as experts in family homelessness, for input on the report, a possible endorsement of the report and the Focus Strategies' recommendations. A future email blast will be sent out to stakeholders to ensure that everyone knows the public comment timeframe and when the materials will be available.

Community Forum - The Advisory Group discussed the outcomes and takeaways of the community forum (PowerPoint and Overview of the meeting themes provided by Focus Strategies attached). There was an opportunity for the attendees to participate in a World Café style small group discussion; there were two rounds of conversations and then a short report back. Discussion questions included:

1. Assessment Access/Process: Making assessment more timely, and geographically accessible - who does the assessment, when and where? How keep in touch with families waiting?
2. Prioritization and Matching Criteria: What families targeted for what interventions? Should there be a fast lane for highly vulnerable? For certain populations? What's asked and what's collected? Making sure information gathered is used and families least burdened. (ES, TH, RRH, PSH/SEH)
3. Reducing Entry Barriers: Facilitating program enrollment and "screening in"- what approach to use to reduce the barriers? To standardize? What support do providers need? (TH, RRH/RA, PSH/SEH)

Takeaways from the Advisory Group members that attended the Community Meeting:
o   Katharine's discussion on a unit focused system (current system) versus a client focused system;
o   A zero wait for families appears to be possible based on the number of new families calling for assistance and the number of vacancies announced by programs (the two numbers appear to be equal) so long as we can first deal with the backlog;
o   Coordinated Entry has become a distinct program and not a part of the system – it is a program rather than a philosophy or a way of doing business;
o   Current program criteria continue to be very complicated and a high barrier to accessing homeless housing program. It appeared that providers were asking funders to put a stop to it and assist them in finding ways to do it (including appropriate funding levels and additional support);
o   Concern that getting more people access to the assessment will just make the list longer. If there is no increased capacity to house people, then more people will just wait a long time to get housing;
o   Concern about prioritization that will result in family housing with all high needs residents. One person expressed concern about the impact this would have on the children residing in this housing.
o   Need to clarify what "permanent supportive housing" means; and
o   Concern that programs already are expressing that their staff are not equipped to handle the high level of need of people in their housing now. If we will further prioritize housing people with the highest needs, then we need to have a services system and resources in place that fully support actual residents' needs.

System Level Performance Measures	Listen to presentation from CEHKC Data & Evaluation Subcommittee Co-Chairs on the proposed CEH System Performance Targets for 2015, specifically for the additional project types of permanent supportive housing, rapid rehousing and prevention; discuss family system data points and targets; provide input on the performance targets; and discuss timeline for implementation.

➢ ACTION: Provide input to the Data & Evaluation Subcommittee on the system performance targets and timeline.
➢ RESULT: The Advisory Group affirmed forwarding the System Targets to the IAC with the following notations:
▪ Funding partners should take into consideration the system changes happening and the impact on programs' performance before they decide to shift into making funding decisions based on performance
▪ Funding determinations also should consider the level of needs of the families served in each program, which could significantly impact programs' performance

Discussion:
- The FHI Advisory Group previously looked at the proposed targets for emergency shelter and transitional housing. A similar strategy was used to determine initial targets for PSH, RRH, and Prevention (by looking at 2013 performance, determining the averages, and identifying a benchmarks that 2 out of 5 programs already are achieving).

- The remarks made by the Advisory Groups will be brought back to the Data & Evaluation Subcommittee on Nov. 13.
- Targets will be taken to IAC in December.
- Beginning in January, all CEH participating funders will include targets in contracts. The goal for 2015 is for funders and agencies to track and make progress in 2015. No sanctions will be made. The approach for making funding decisions based on performance (which our community already does to some extent) will be determined based on how this process rolls out.
- How can we support providers to come up to the targeted level?
  - Data & Evaluation Subcommittee would roll out data to population groups on a quarterly basis to look at trends to identify system changes that can support shifts needed (based on trends and whether a number of programs were facing common/similar challenges;
  - Providers can look at their own programs and see how they compare with like providers and work together to identify what is working for those projects that have higher levels of performance;
  - Additional Technical Assistance planning efforts are underway; and
  - Partners also are working to re-categorize programs to their appropriate categories so that their performance measures are meaningful.

| **Meeting Schedule** | - Reminder that we are meeting in December, an "off" month (noted below).
- We may need more time for the January meeting to afford enough time for discussion of the coordinated entry reassessment recommendations.
  - The group agreed to extend the January meeting by another 60 minutes. Pending room availability, the meeting will begin at 12:30 and members can bring their lunch.
- Additionally, there may be Initiative implementation efforts that need guidance between meetings (for example the Building Changes System Innovation Grant timeline may not fully sync up with the Advisory Group schedule). How can the group advise between meetings?
  - The group agreed to hold ad hoc 30 minute conference calls as needed. (This would be only for exceptions and not to occur regularly.) The 8:30 am time slot typically works the best. The FHI staff commit to providing materials in advance. |

Revised **2014-2015 FHI Advisory Group Meeting Schedule**

Wednesday, November 12, 2014	1:30-3:30pm	Mercer View Community Center
Added: Wednesday, December 10, 2014	1:30-3:30pm	Mercer View Community Center
Wednesday, January 14, 2015	12:30-3:30pm*	Mercer View Community Center
Wednesday, March 11, 2015	1:30-3:30pm	Mercer View Community Center
Wednesday, May 13, 2015	1:30-3:30pm	Mercer View Community Center
Wednesday, July 8, 2015	1:30-3:30pm	Mercer View Community Center
Wednesday, September 9, 2015	1:30-3:30pm	Mercer View Community Center

Note: The January 2015 meeting will be 3 hours long; members can bring their lunch.

Meeting materials:
1. November Meeting Agenda

2. Coordinated Entry Reassessment Recommendations Timeline (handout at meeting)
3. Focus Strategies Memo - Themes emerging from the community meeting on Family Coordinated Entry/Assessment (handout at meeting)
4. Focus Strategies Community Forum PPT
5. System Performance Targets Memo
6. System Performance Targets Chart
7. System Performance Targets Implementation Timeline